

## Writing Information Papers

A. Information papers are used to provide information not requiring decisions to the Command Group. Information papers are also used for trip books for members of the Command Group, trip reports, and information to visiting dignitaries. Information papers present information in a clear, concise, and standardized format. The term "fact sheet" is synonymous with information paper. The format for information papers is below.

B. Information papers should not exceed two pages. Background and reference materials will be included as enclosures only when necessary to understand the paper or when specifically requested. Enclosures will be identified in the body of the paper.

C. When information papers are addressed to the CG, a "THRU Chief of Staff" address is added to the heading.

D. If information papers do not require coordination, it is mandatory to state "not required" in the "COORDINATION" paragraph.

E. If a staff principal does not concur with an action, the staff principal/deputy will provide a memorandum listing the reason for nonconcurrence to the initiating staff principal. The memorandum will be included in the information paper package forwarded to the Command Group. Staff principals preparing the response must address in the information paper that they have considered the nonconcurrence and how it affected their final response.

F. Information papers forwarded to the Command Group will not include copies of papers that each staff principal has signed indicating concurrence. The drafter will line through concur or nonconcur and write the date and names of the people with whom coordinated.

G. Either the staff principal or deputy will initial information papers to the Command Group prior to release and submission.

H. A Typical Information Paper Format is attached.

# INFORMATION PAPER FORMAT

OFFICE  
SYMBOL (MARKS NUMBER)

DATE

THRU Chief of Staff

FOR Commanding General

SUBJECT:

1. FOR: Information

2. PURPOSE: (Briefly state the issue or problem being addressed)

3. BOTTOM LINE: (State if the project is on track or major problems are being addressed.)

4. ASSUMPTIONS:

a. (State assumptions (for example, it is assumed that current funding levels will remain constant)

b. (If there are no assumptions, state, "none.")

5. FACTS:

a. Background. (Provide a brief background of the issue or problem)

b. Facts. (Provide a brief description of the current status of the issue or problem)

6. IMPACT OF SUCCESS OR FAILURE: (State the impact of success or failure of the issue or problem upon the command. For example, if data pattern traffic is not removed from AUTODIN, we will be forced to continue spending \$25 million per year on AUTODIN maintenance.)

7. COORDINATION: (If coordination is not required, state, "not required.") Draw a line through "concur" or "nonconcur", date, and write the name of the person with whom coordination was made.)

ACofS, G3    Concur    Nonconcur    Name and Date:

ACofS, G4    Concur    Nonconcur    Name and Date:

8. APPROVED \_\_\_\_\_ NEED MORE INFO \_\_\_\_\_ SEE ME \_\_\_\_\_

DRAFTED BY: Typed name/Position Title/Telephone

RELEASED BY: Typed name/Position Title/Telephone